



Trustees Code of Conduct

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Introduction

This document outlines the framework and procedures for the conduct expected of trustees of the GPYC BPT Trust.

All trustees should acquaint themselves with the content of this statement and sign their agreement to adhere to it.

THIS STATEMENT COVERS THE FOLLOWING AREAS:

- **Values**
- **Law, mission, policies**
- **Conflicts of interest**
- **Person to person conduct**
- **Protecting the organisation's reputation**
- **Personal gain**
- **In the Boardroom**
- **Enhancing governance**
- **Leaving the Board**

This statement should be read alongside the following other Trust document:

- **Declaration of interest**

CODE OF CONDUCT STATEMENT

As a trustee of the Grove Park Youth Club Building Preservation Trust (the Trust) I promise to abide by the fundamental values that underpin all activities of the Trust. These are as follows.

Our values

Accountability

Everything the Trust does will be able to stand the test of scrutiny by users, the public, the media, the Charity Commission, stakeholders, funders, parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with users and colleagues within the Trust and equally when dealing with individuals and institutions outside it.

Transparency

The Trust strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the users, the public, stakeholders, staff, charity regulators and parliament.

Additionally, members must agree to the following points.

Law, mission, policies

To act within the governing document of the Trust and abide by the policies and procedures of the organisation.

To not break the law or go against charity regulations in any aspect of my role of trustee.

To support the objects and mission of the Trust and act as their guardian and champion.

To develop and maintain an up-to-date knowledge of the Trust and its environment

Conflicts of interest

To always strive to act in the best interests of the organisation as a whole and not as a representative of any group, considering what is best for the Trust and its present and future beneficiaries.

To declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.

To submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

To not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, users, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.

To strive to establish respectful, collegial and courteous relationships.

Where I also volunteer with the organisation I will maintain the separation of my role as a trustee and as a volunteer.

Protecting the organisation's reputation

To not make public comments about the organisation unless authorised to do so.

Any public comments I make about the Trust will be considered and in line with organisational policy, whether I make them as an individual or as a trustee.

When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.

When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.

To respect organisational, board and individual confidentiality.

Personal gain

To not personally gain materially or financially from my role as trustee, in accordance with the terms and conditions of the Trusts's "Memorandum and Articles of Association" and any funding agreement.

To use organisational resources responsibly. I will document expenses and seek reimbursement and approval according to procedure.

In the boardroom

To strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the Trust.

To accept my responsibility to ensure that the Trust is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

To abide by board governance procedures and practices.

To strive to attend all board meetings, giving apologies ahead of time to the chair if unable to attend.

To study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and make decisions on agenda items during the meeting.

To honour the authority of the chair and respect their role as meeting leader.

To engage in debate and decisions in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.

To accept a majority board decision on an issue as decisive and final.

To maintain confidentiality about what goes on in the boardroom unless authorised by the chair or board to speak of it.

Enhancing governance

To participate in induction, training and development activities for trustees.

To continually seek ways to improve board governance practice.

To strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.

To support the chair in their efforts to improve their leadership skills.

To support my fellow board members and seek development opportunities for them.

Leaving the board

A substantial breach of any part of this code may result in my removal from the trustee board.

Should procedures be put in motion that may result in my being asked to resign from the board, I will be given the opportunity to be heard. In the event that I am asked to resign from the board, I will accept the majority decision of the board and resign at the earliest opportunity.

Should I resign from the board I will inform the chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview if requested to do so.

Name:.....

Signed:.....

Date:.....

Please note that this Code of Conduct is to be signed by all Trustees on a annual basis and returned dated and signed copies retained accordingly.